

**CITIZENS' INDEPENDENT TRANSPORTATION TRUST
(CITT) MEETING**

STEPHEN P. CLARK CENTER
111 NW 1ST STREET
COUNTY COMMISSION CHAMBERS
TUESDAY, JULY 29, 2003
10:00 AM

SUMMARY OF MINUTES

CITT MEMBERS PRESENT:

Hon. Mike Abrams, Interim Chair
Hon. John Cosgrove, Interim Vice-Chair
Marc Buoniconti
Clarence Days
Luis C. Morse
Henry Lee Givens
Miles Moss
Lt. Antonio Colmenares
Theodore Wilde

Excused:

Thamara Labrousee

COUNTY ATTORNEY'S OFFICE:

Robert Cuevas
Bruce Libhaber

COUNTY STAFF:

Bill Johnson, Assistant County Manager/Transportation Manager
Danny Alvarez, Executive Director OPTM
Roosevelt Bradley, Director, MDT
Nestor Toledo, Interim Secretariat
Patricia David, OPTM
Patrice Rosemond, OPTM
Alina Philipp, OPTM
Virginia Diaz, OPTM
Pepe Valdes, OPTM
Hilda Fernandez, Mayor's Office
Alfredo Gonzalez, Com. Barriero's Office

ROLL CALL

With a quorum being present Mr. Abrams, Interim Chairman, called the CITT meeting to order at 10:05 a.m.

APPROVAL OF THE AGENDA

Mr. Abrams moved the approval of the agenda; LtCol Colmenares requested that the Budget & Finance Report be given before the Project Review's Committee report. Mr. Abrams asked for approval of the revised agenda, seconded by Mr. Cosgrove and carried without dissent.

Mr. Nestor Toledo, Interim Secretariat announced that the following items were distributed: 1) a proposed CITT meeting calendar 2) a memorandum regarding Resolution 51A Capital Projects; 3) the Budget and Finance report from Mr. Wilde; and 4) a 30-year Cash Flow-Chart.

APPROVAL OF MINUTES

Mr. Abrams moved for the approval of June 23, 2003 minutes, seconded by Mr. Moss and carried without dissent.

Mr. Givens asked that the Trust approve a resolution expressing its gratitude to Roosevelt Bradley, Director MDT, and Danny Alvarez, Executive Director OPTM for providing public transportation to the hundreds of Dade County residents who attended the services for the late Celia Cruz.

Mr. Abrams said the resolution would be discussed during the "Action Items".

INTERIM CHAIRMAN'S REPORT

Mr. Abrams welcomed Miles Moss who was appointed by Commissioner Javier Souto, District 10.

Mr. Abrams announced that LtCol Colmenares has volunteered to chair the Bylaws Committee. Mr. Cosgrove expressed an interest in being a part of the Bylaws Committee and requested from the County Attorney's office to review the BCC's Bylaws and make the appropriate recommendations to the Trust. LtCol Colmenares said he appreciates the opportunity to formulate the Bylaws Committee. His intention is to hold workshops following the Project Review Committee meetings. He extended an invitation to all the Trust members and encouraged them to participate in the process. The Lt Col indicated that he had submitted a draft of the Bylaws at the first CITT meeting. It is this draft that the by laws committee would be working from.

Mr. Abrams expressed his concern regarding the Trust's "Independence" and having limited staff support that is primarily and totally responsible to the CITT. The County Manager agrees that the Trust needs to have staff support in order to be able to meet its oversight responsibilities. However, the Manager suggested that the Trust provide him with staff recommendations for his approval. Mr. Abrams then opened the floor to the CITT members to make any comments or recommendations.

LtCol Colmenares expressed that it would be efficient to switch responsibilities from the current structure (OPTM) to the County Manager's office since those employees will also be employed by Miami Dade County. If the Trust is to acquire true independence they would need to recommend amending the existing Ordinance to state that staff could be hired by the CITT and get paid by a separate account. He agreed that CITT staff should be solely dedicated to the CITT, however the current staff has been very responsive to the CITT.

Mr. Cosgrove suggested an adhoc committee be created to review the staffing issue and to compare other county boards with similar structure such as, the Homeless Trust.

Mr. Morse commented that any staffing discussions need to be addressed with the Board of County Commissioners for a clarification as to how much independence the Trust can have.

Mr. Bill Johnson, Assistant County Manager/Transportation Manager informed the members that he and the County Manager had met with Mr. Abrams to discuss a variety of the issues including the Secretariat and its staff. He mentioned a memorandum from the County Manager to both Mr. Alvarez and Mr. Roosevelt directing them to work cooperatively with himself and other county staff in preparation of a comprehensive report containing recommendations on organizational structure, business plans, staffing and budget levels, services plans and implementation timelines. The report must be completed by August 15, 2003. In addition, the Manager is committed to working with the Trust and will entertain any recommendations.

Mr. Buoniconti suggested that each committee discuss the staffing issue independently and bring back a recommendation at the next CITT meeting scheduled for September 24, 2003.

Mr. Abrams agreed with Mr. Buoniconti and requested that each committee chairperson discuss the Secretariat staff issue at their committee meeting. He would like each chairperson to present a recommendation at the next CITT meeting.

CITIZENS' REMARKS

Ms. Naomi Wright, CTAC committee member stated that the CITT is not a product of the BCC, but of the people who voted for the half-penny sales tax. She further thanked the members who attended the CTAC meeting in Miami Gardens regarding the 1999 North Corridor Metrorail project. She emphasized that the residents adamantly expressed their preference for the original 1999 North Corridor proposal. In addition, she asked that any information regarding the CITT and the PTP projects be posted on the website since not every resident can attend the CITT meetings.

Ms. Shirley Gibson, Mayor of the City of Miami Gardens, thanked the members for the opportunity to speak and stated she represents over 100,000 residents who want to keep the original 1999 North Corridor proposal.

Patrick Cure, Chairman, North Central Dade Incorporation Committee also expressed his support for the 1999 North Corridor original proposal.

REPORTS

PROJECT REVIEW COMMITTEE

LtCol Colmenares commented that he was impressed by the number of citizens attending the North Corridor meeting, the proposal they are referring to is the curb alignment that runs 27th Avenue which was overwhelming voted on by the residents in that area. He encouraged the members to attend CTAC meetings.

At the last CITT meeting a decision was made for the Project Review Committee to review the Capital Improvements Projects. The committee recommended to include those projects as part of the PTP and forwarded to the Budget and Finance Committee for further review.

Mr. Cosgrove asked for a motion to adopt the Project Review Committee report. Mr. Morse moved to approve the report, seconded by Mr. Givens and carried without dissent.

BUDGET AND FINANCE COMMITTEE REPORT

Mr. Wilde distributed the Budget and Finance report . The Budget and Finance approved, with conditions, Resolution 5A1 to the CITT relating to rehabilitation of transit and mover cars and other capital projects. The first condition for forwarding these projects is that OPTM will certify in writing that the listed projects were already included in the financial planning for implementation of the PTP. Also, distributed was a copy of a memorandum from Danny Alvarez, Executive Director, OPTM dated July 29, 2003 stating that these projects were part of the 20-year financial plan and are expected to be funded in whole or in part by the surtax revenues.

The second condition was an impact analysis for future projects and the committee recommends approval of Resolution 5B2. The analysis is to include: a detailed justification of the need for additional project; the impact of not implementing the improvement and how the project furthers the goals of the PTP; a timeline detailing the benchmarks to be achieved; a total budget for the project; cash flow analysis by fiscal year; and the impact of the project funding on other PTP approved projects.

The committee indicated its concern that all the expected transit projects are accounted for in the preliminary projections, which needs to extend to 2031. The next committee meeting is scheduled for August 28, 2003 at the Miami Project to discuss the transit construction and related issues of the long-term financial projection and fiscal feasibility of the entire PTP. The committee is expecting the revised county budget to include a breakdown of surtax proceeds.

Lastly, he suggested that everyone attend the MPO Transit Corridors Workshop scheduled for September 30, 2003 at 10:00 am in the Council Chambers.

Mr. Abrams asked for a motion to adopt the Budget and Finance Report. Mr. Givens moved to approve the report, seconded by Mr. Moss and carried without dissent.

EXTERNAL AFFAIRS COMMITTEE REPORT

Mr. Morse reported that the committee discussed the coordination of public information efforts and improvements to the website to include all CITT meetings and PTP updates with Virginia Diaz, Special Assistant OPTM. Also, discussed was the need to have a clipping service which will provide all transportation related articles, newsletter, and related materials. A resolution requesting to amend the PTP for newly created municipalities was also mentioned by Mr. Libhaber as requested by Mr. Cosgrove, however the members voted against the resolution because they felt that more information is needed.

Mr. Morse recommended that the bylaws contain language regarding rules and procedures for resolutions presented in committees and the process for reconsideration.

LtCol Colmenares suggested keeping all printed material in a central library as well as having those materials available on the website.

Mr. Buoniconti added that the External Affairs also decided to have a quarterly report relating to CITT meetings and activities to be circulated to the public through the departments of transportation and other public agencies.

Mr. Abrams asked for a motion to adopt the External Affairs Report. Mr. Givens moved to approve the report, seconded by Mr. Cosgrove and carried without dissent.

COMPLIANCE AND OVERSIGHT COMMITTEE REPORT

Mr. Givens reported that the Compliance and Oversight Committee has met twice and felt that it would be important for the Department of Business Development to make a presentation to the CITT members regarding the process and procedures for identifying minority contracts. Mr. Givens introduced Marsha Jackman, Director, Department of Business Development and Cathy Lewis, Acting Chief of Civil Rights and Labor Relations for Miami Dade Transit.

Ms. Jackman stated that she hopes that the Department of Business Development will be able to provide services that will hold everyone accountable to ensure that all are monitored to insure inclusion within the community. It is important for both the DBD and Transit to provide business opportunities for small/minority businesses as they relate to procurement, architects, engineering and construction within this community. Ms. Jackman presented a power-point presentation (distributed) outlining each of the following topics: Business Assistance; Business & Professional Development; Contract Review and Compliance; and Professional Services. She talked about the responsibilities of DBD and the methods of monitoring businesses through site visits, observations, interviews, digital pictures and audits. She further mentioned that the BCC recently approved under the leadership of Commissioner Rolle, the Community Workforce Program. The program was developed to provide job opportunities to local residents to enter into workforce through the field of construction.

Cathy Lewis provided an overview presentation on the Disadvantaged Business Enterprises Program (a copy of the presentation was distributed). She stated the importance of understanding the federal regulations once a project receives funding from the federal government. The federal regulations are very restrictive and such things as local preferences are prohibited. She outlined the program's objectives and talked about eligibility requirements for the socially and economically disadvantaged. Groups presumed to be disadvantaged are: Black American, Hispanics, Native American, Asian Pacific Americans, Subcontinent Asian Americans, Women and any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA). MDT's goal is 13%, and are not required for each contract. The overall goal must be met through race-neutral means. The exclusions prohibit the use of quotas, the use of set-asides, and local preferences exception for architectural design and engineering. Lastly, she mentioned the importance of community outreach through education and technical assistance.

Mr. Givens thanked Ms. Jackman and Ms. Lewis for their presentation.

Mr. Abrams asked for a motion to adopt the Compliance and Oversight Report. LtCol Colmenares moved to approve the report, seconded by Mr. Cosgrove and carried without dissent.

ACTION ITEMS

COMPLIANCE AND OVERSIGHT RECOMMENDATION

Mr. Givens requested that all contracts must be submitted to the Compliance and Oversight Committee for review and approval prior to initiating with the County's procurement process. Secondly, Mr. Givens requested to implement an aggressive outreach program in order to accomplish disadvantaged participation in the contracting process.

Mr. Libhaber noted that there is no prohibition from staff making a presentation to the Committee however the determination whether to advertise or whether to award a contract is done by the Board of County Commissioners (BCC). The BCC can do its initial act regardless of what the CITT decides. Staff can make a presentation before the Compliance and Oversight committee before going before the BCC however; the BCC is not bound by the CITT recommendations.

Mr. Johnson said the County has a standing review committee and if the concern is that each contract is accurately reviewed he suggested that the information be provided to the committee at the same time.

Mr. Givens said he would like to review the contracts as they are developed. The committee should be given an opportunity to provide input before that contract is put out to bid.

Mr. Abrams suggested that Mr. Givens meet with Mr. Johnson, Ms. Jackman and the County Attorney at a separate meeting to further discuss the issue and make a recommendation to the Trust. Mr. Givens withdrew his recommendation until September's meeting.

OFFICE OF PUBLIC TRANSPORTATION MANAGEMENT

A1. Resolution relating to Miscellaneous Capital Improvement Projects

Mr. Alvarez stated there has been lengthy discussions regarding the capital projects, and whether they had been contemplated as part of the financial plan for the PTP. As requested by the Budget and Finance Committee, he prepared a memorandum (distributed) confirming that the capital improvement projects listed in the attachment is essential to the safe, reliable and timely delivery of the mandated service improvements. As the Ordinance states the ½ percent surtax was part of the 20-year financial plan and is expected to be funded in whole or in part by the surtax revenues. Therefore, It is recommended that the CITT approve the resolution 5A1.

Mr. Buoniconti expressed his concern that the cash flow analysis is incomplete because not all the PTP projects are listed. Therefore, new projects should not be added until it is clear that the PTP projects will not have a negative financial impact.

Mr. Alvarez said a cash flow analysis for 30 years can be prepared plus listing all those projects as a working paper.

Mr. Moss asked if all the projects listed in Exhibit 1 could be implemented within 30 years.

Mr. Alvarez responded that the PTP was based on many assumptions and adjustments are going to be needed on some projects. Some projects may start after the 20-year plan.

Mr. Moss suggested adding the following language to the resolution:

Whereas, the CITT Project Review Committee, on July 16, 2003 approved this resolution, with condition of review and approval of the CITT Budget and Finance Committee; and Whereas, the Budget and Finance Committee, on July 22, 2003 approved this resolution, with conditions.

Mr. Abrams moved to approve Mr. Moss's amendment to the resolution 5A1. The motion was seconded by Mr. Cosgrove and carried without dissent.

Mr. Cosgrove stated that it is a process to obtain federal/state and local funding and the 5-year plan will need to be updated. The CITT will need to modify the PTP yearly regardless of funding. As Mr. Alvarez stated, the PTP was based on many assumptions. However, it is clear that the capital projects discussed have been contemplated as part of the financial plan and should be approved.

Mr. Abrams moved to approve Resolution 5A1 as amended by Mr. Moss. The motion was approved by all members present with one dissenting vote by Mr. Buoniconti.

- B2. Resolution by the CITT directing staff to prepare a Fiscal Impact Analysis prior to recommending any modification to the PTP.

Mr. Buoniconti made a motion to approve Resolution B2, seconded by Mr. Wilde and carried without dissent.

NEW BUSINESS

Mr. Givens asked staff to prepare a resolution to thank Mr. Roosevelt and Mr. Alvarez for their efforts in providing public transportation to the public to pay respect to the late Celia Cruz.

Mr. Abrams asked for a motion to approve the resolution. The motion was seconded by LtCol Colmenares and carried without dissent.

Mr. Clarence Days announced his resignation from the CITT for personal reasons effective immediately. He expressed that it had been a privilege and a learning experience. He also wanted to thank Commissioner Rolle for the appointment.

Mr. Reeder asked when the municipalities were going to be receiving their share of the surtax monies. Mr. Reeder asked about sufficient locations for the seniors to obtain the Golden Passport.

Mr. Alvarez responded that 12 cities have already received five months of their share of proceeds and the other cities have not submitted their list of projects or a bank routing number to make a wire transfer.

Mr. Roosevelt stated as of November 6, 2002 anyone 65 years or older is eligible to receive the Golden Passport, which allows him or her to ride Metrorail or Metrobus free of charge by just showing some form of identification. But starting September 1, 2003 everyone is required to have the Golden Passport because the bus drivers were having difficulty calculating the age of the passengers. The Golden Passport can be obtained at several Team Metro locations. Any organization can make arrangements with Miami Dade Transit to schedule a site visit to process the applications.

Mr. Cosgrove suggested creating an online process to facilitate the seniors with obtaining the application.

NEXT MEETING

Mr. Abrams announced that the next CITT meeting is scheduled for September 24, 2003. Mr. Toledo, Interim Secretariat noted that a copy of suggested CITT meeting dates for the rest of the calendar year was distributed for consideration. The meeting dates have been scheduled not to conflict with BCC meetings or subcommittees.

Mr. Abrams asked for approval to accept the proposed meeting dates, the motion passed unanimously.

NEW BUSINESS

None

ADJOURNMENT

There being no further business the CITT meeting adjourned at 12:20 p.m.